



**Purchasing Office — Bureau des Achats :**

Canada Border Services Agency  
Agence des services frontaliers du Canada  
355 North River Road - 355 ch. River nord  
17<sup>th</sup> Floor - 17<sup>ième</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet :**

Directed THS Contract: Personal Force  
SA: EN578-172870/009/ZN

**Contract No. — N° du contrat :**

2020001639

**Contract — Contrat**

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

**D.D.P. — D.D.P. :**

Destination of Goods, Services, And Construction —  
Destination des biens, services et construction

See herein — voir aux présentes

**Invoices to be sent to — Factures envoyer à :**

Canada Border Service Agency  
Agence des services frontaliers du Canada  
[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

**The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :**

Signature

Date

**Name, title of person authorized to sign (type or print) — Nom et titre du signataire autorisé (caractère d'impression)**

**Contracting Authority — Autorité contractante :**

Ahmed El-halawany

**Telephone No. — No de téléphone:**

343-291-5700

**Fax No. — No de télécopieur :**

**E-Mail Address — Courriel:**

Ahmed.el-halawany@cbsa-asfc.gc.ca

**Total Estimated Cost (HST incl.) / Coût total estimatif (TVH incl.) :**

\$12,712.50

**Currency Type - Genre de devise :**

CAD

**Vendor / Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur :**

1092009 Ontario Inc., Operating as Personnel Force,  
900 Greenbank Road, Suite 533, Ottawa,  
Ontario K2J 4P6

**Signed for the President by — Signé pour le Président par :**

CLEROUX  
NANCY

Signature

Digitally signed by CLEROUX NANCY  
DN: c=ca, o=gc, ou=ccra-adrc,  
ou=PERSONNEL, cn=CLEROUX  
NANCY,  
serialNumber=2015212231102458  
Date: 2019.11.26 04:38:18 -05'00'

Date

**Name and Position Title — Nom et Titre du poste**

Nancy Cleroux  
Team Leader, Strategic Procurement and Material  
Management Division (SPMMD)



## **PART D: Resulting contract clauses**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **1.0 Statement of work**

The contractor must perform the work in accordance with the Statement of Work at Annex "A".

### **2.0 Standard clauses and conditions**

All clauses and conditions identified in the contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

#### **2.1 General conditions**

2010B (2018-06-21) General conditions: Professional services (medium complexity), apply to and form part of the contract.

### **3.0 THS resulting contract clauses**

The resulting contract clauses enumerated in the contractor's THS Supply Arrangement apply to and form part of the contract.

### **4.0 Security requirement**

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

Common Professional Services Security Requirement Check List #6

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid Reliability Status, granted or approved by CISD/PWGSC
3. The Contractor/Offeror must not remove any protected information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor/Offeror must comply with the provisions of the:
  - A. Security Requirements Check List and security guide (if applicable), attached at Annex C
  - B. Industrial Security Manual (Latest Edition)

### **5.0 Term of contract**

#### **5.1 Period of contract**

The period of the contract is from contract Award to March 31,2020.



## **5.2 Option to Extend the Contract**

The contractor grants to Canada the irrevocable option to extend the term of the contract by up to a maximum of 24 weeks under the same conditions. The contractor agrees that, during the extended period of the contract, it will be paid in accordance with the applicable provisions as set out in Annex "B": Basis of payment.

Canada may exercise this option at any time by sending a written notice to the contractor at least five (5) calendar days prior to the contract expiry date. The option may only be exercised by the contracting authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **6.0 Authorities**

### **6.1 Contracting authority**

The Contracting Authority for the Contract is:

Name: Ahmed El-halawany  
Title: Procurement Officer  
Canada Border Service Agency  
Finance and Corporate Management Branch  
355 North River Road, Vanier Tower B, 17th Floor,  
Ottawa (Ontario) K1A 0L8

Telephone: 343-297-5700  
E-mail address: [ahmed.el-halawany@cbsa-asfc.gc.ca](mailto:ahmed.el-halawany@cbsa-asfc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **6.2 Technical authority**

Name: Alain Dion  
Title: Project Officer  
Canada Border Service Agency

Telephone: 343-291-7025  
E-mail address: [Alain.Dion@cbsa-asfc.gc.ca](mailto:Alain.Dion@cbsa-asfc.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **6.3 Contractor's representative**



## **7.0 Proactive disclosure of contracts with former public servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## **8.0 Payment**

### **8.1 Basis of payment**

The contractor will be paid for the actual hours worked at the firm hourly rates in Annex B: "Basis of Payment". The contractor will be paid an initial half hour minimum charge calculated from the time the contractor's employee arrives on-site. Customs duties are included and applicable taxes are extra.

#### **8.1.1 Travel and living expenses**

- (a) Canada will not accept any travel and living expenses incurred by the contractor in the performance of the work, for:
  - (i) services provided within the National Capital Region (NCR). The National Capital Region (NCR) is defined in the *National Capital Act (Revised Statutes of Canada)*, 1985, c.N-4, S.2. The *National Capital Act* is available on the Justice website: <http://laws.justice.gc.ca/eng/N-4/20100210/> and
  - (ii) any travel between the contractor's place of business and the NCR.
- (b) For services to be provided outside the NCR, the contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (<http://www.nic-cnm.gc.ca/directive/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". The Treasury Board Secretariat's Special Travel Authorities, [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/statb-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/statb-eng.asp), also apply.
- (c) Canada will not accept any travel and living expenses incurred by the contractor as a consequence of any relocation of personnel required to satisfy the terms of this contract.
- (d) All travel must have prior authorization of the technical authority. All payments are subject to government audit.

### **8.2 Method of payment**

Canada will pay the contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the contract if:

- an accurate and complete invoice and any other documents required by the contract have been submitted in accordance with the invoicing instructions provided in the contract;
- all such documents have been verified by Canada;
- the work performed has been accepted by Canada.



### 8.3 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show the applicable contract number.
- c. By submitting invoices the Contractor is certifying that the goods and/or services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. All invoices must be submitted using the following method (**only one copy of the invoice should be sent to the Agency**):

**Email:** Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

This email address is to be used for submitting invoices and for payment status inquiries.

**Direct Deposit:**

The Government of Canada will soon be phasing out federal government cheques; we strongly encourage Businesses that supply goods and services to the Government of Canada to enrol in direct deposit for account payable.

Please contact [ca-ci@cbsa-asfc.gc.ca](mailto:ca-ci@cbsa-asfc.gc.ca) to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

**IMPORTANT NOTE:** If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.

### 9.0 Certifications compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the contract and failure to comply will constitute the contractor in default. Certifications are subject to verification by Canada during the entire period of the contract.

### 10.0 Applicable laws

The contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### 11.0 Priority of documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.



1. the THS Supply Arrangement (SA) resulting contract clauses
2. 2010B (2018-06-21) General conditions: Professional services (medium complexity),
3. Annex "A": Statement of work
4. Annex "B": Basis of Payment
5. the Security Requirements Check List at Annex C (if applicable)

## **12.0 Discretionary Audit - Non-commercial Goods and/or Services**

The estimated amount of profit included in the contractor's price or rate certification is subject to audit by Canada, before or after payment is made to the contractor under the conditions of the contract. The purpose of the audit would be to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the contractor on a series of negotiated firm price and fixed-time rate contracts performed during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).

If the audit demonstrates that the actual profit is not reasonable and justifiable, as defined above, the contractor must repay Canada the amount found to be in excess.

## **13.0 Foreign nationals (Canadian contractor)**

*SACC Manual* clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)



## ANNEX "A" - Statement of work

### 1.0 TITLE:

Legacy File Processing

### 2.0 SCOPE / OBJECTIVE:

As part of the GC Workplace Pilot Project on the 17<sup>th</sup> floor of Tower B, Vanier Towers, we require three contractors for a period of 4 weeks to complete the processing and filing of our legacy files.

Following the Agency's directives the contractors will go through files stored in 24 cabinets on the floor and identify the files of business value to keep or discard.

Contractors will store files of value in boxes and prepare them for shipping to PSPC for scanning. The contractors will list all files stored in each box using a provided template. Contractors will shred and dispose of all nonessential files.

### 3.0 BACKGROUND:

The Agency Comptroller Directorate is participating in the GC Workplace Pilot within the Canada Border Services Agency. The 17<sup>th</sup> floor of Tower B at Vanier Towers will be redesigned according to the activity-based workplace configuration.

The 17<sup>th</sup> floor must become a paperless environment to adhere to the GC Workplace requirements. No cabinets, personal or corporate, are allowed on the floor. In order to respect this requirement, ACD must remove all paper documents from the floor. All documents of business value will be scanned and stored electronically on Apollo by PSPC and all transitory information will be destroyed.

In order to do so, ACD must hire contractors who will go through the 24 3-drawer cabinets, review the documents using provided guidelines, determine what must be scanned and what must be eliminated through shredding services as per the TBS Directives related to Information management and Security disposal.

### 4.0 TERMINOLOGY:

ACD – Agency Comptroller Directorate  
CBSA – Canada Border Services Agency  
GC Workplace – Government of Canada Workplace  
TBS – Treasury Board Secretariat



## 5.0 REQUIREMENTS

### 5.1 Requirements for services

- The contractors must be able to work from 8 am to 4 pm, from Monday to Friday.
- Contractors must be able to lift and carry boxes weighing up to 30 pounds.
- Contractors must be able to write and read in English.
- Make basic mental calculation;
- Understand document security classification (Protected B)
- Follow directives and apply them in a business environment;
- Work without supervision, but ask questions when needed;
- Handle protected documents;
- Attention to details;
- Have sound judgement

#### 5.1.1 Tasks:

The tasks to be performed by the contractors are:

- Identify files with business value;
- Store valuable files in boxes and document where the files are stored using the provided templates;
- Scanning of essential files ;
- Identify nonessential files and prepare them for shredding;
- Shred nonessential files;
- Sort files and separate Finance from Contracting documents ;
- Prepare a daily progress report on what is completed using Microsoft Office tools
- Sort, identify and store documents in boxes while listing the document numbers on a template;

#### 5.1.2 Deliverables and Acceptance Criteria

- The Contractor is to provide three contractors who will be working on the 17<sup>th</sup> floor (Tower B) at CBSA HQ Office located at 355, North River Road, Ottawa, Ontario.
- The contractors will have 4 weeks to go through all files stored across 24 cabinets. Contractors will identify the files of value, put them in boxes and capture the document number on a list in order to track which files are in which boxes.
- The scanning or elimination of all documents stored in cabinets on the floor are critical to the success of the project.





### 5.1.3 **Delivery Schedule**

- Working hours will be from 8 am to 4 pm Monday to Friday
- Contractors will be expected to work 37.5 per week
- The contract length will be for four (4)

## 6.0 **CONSTRAINTS**

- The contractors must have a security clearance (Reliability) to handle Protected B documents, clearance will be obtained through CBSA's Security Screening process.
- The contractors must be able to lift and carry boxes weighing up to 30 pounds.
- The work must be completed within the four (4) weeks timeframe.

## 7.0 **RESPONSIBILITIES**

- CBSA is to provide the necessary information and training to the contractors .

A CBSA Officer will be available at all times to answer questions and monitor the work completed by the contractors .



## ANNEX "B" – Basis of payment

Total Estimated Hours Per Recourse	
Rate Per Hour	\$
Hours a week	37.5
Number Of Resources	
Number Of Weeks of Work	4
Weekly Rate Per Resources	\$
Weekly Rate For All Resources	\$
Total Rate for All Four Weeks	\$
Total Contract Value Without Tax	\$11,250.00
Total Contract Value With Tax (13%)	\$12,712.50



Public Services and  
Procurement Canada

Services publics et  
Approvisionnement Canada

## ANNEX "C" – Security Requirements Check List

COMMON-PS-SRCL#6



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



COMMON-PS-SRCL#6



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

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UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:

Commentaires spéciaux: \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autosélection sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Public Services and  
Procurement Canada

Services publics et  
Approvisionnement Canada

COMMON-PS-SRCL#6



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COSMIC TRIS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL				A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Public Services and  
Procurement Canada

Services publics et  
Approvisionnement Canada

COMMON-PS-SRCL#6



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <b>DION ALAIN</b> Digitally signed by DION ALAIN Date: 2019.11.05 10:43:43 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
Date		

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <b>MAHARAJ KAVITA</b> Digitally signed by MAHARAJ KAVITA Date: 2019.11.12 10:38:45 -08'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
Date		

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
 Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No Non ☐ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
Date		

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <b>Saumur, Jacques O</b> Digitally signed by Saumur, Jacques O DN: c=CA, o=GC, ou=PWGSC, email=saumur.jacques@... Date: 2017.02.02 11:46:22 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
Date		

Jacques Saumur  
 Contract Security Officer  
 Contracts Security Division / Division des contrats sécurité /  
 Contract Security Program / Programme de sécurité des contrats /  
 Public Services and Procurement Canada / Services publics et Approvisionnement Canada  
 Jacques.Saumur@tpsgc-pwgsc.gc.ca  
 Telephone / Téléphone 613-948-1732  
 Facsimile / Télécopieur 613-948-1712

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Canada



Public Services and  
Procurement Canada

Services publics et  
Approvisionnement Canada

**Purchasing Office — Bureau des Achats :**

Canada Border Services Agency  
Agence des services frontaliers du Canada  
355 North River Road - 355 ch. River nord  
17<sup>th</sup> Floor - 17<sup>ème</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet :**

Directed THS Contract: Personal Force  
SA: EN578-172870/009/ZN

**Contract No. — N° du contrat :**

2020001639

**Contract — Contrat**

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

**D.D.P. — D.D.P. :**

Destination of Goods, Services, And Construction —  
Destination des biens, services et construction

See herein — voir aux présentes

**Invoices to be sent to — Factures envoyer à :**

Canada Border Service Agency  
Agence des services frontaliers du Canada  
[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

The Vendor/Firm hereby accepts/acknowledges this contract  
— Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

Signature

2019-NOV-26  
Date

SR. HR. CONSULTANT

Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)

**Contracting Authority — Autorité contractante :**

Ahmed El-halawany

Telephone No. — No  
de téléphone:

343-291-5700

Fax No. — No de  
télécopieur :

**E-Mail Address — Courriel:**

Ahmed.el-halawany@cbsa-asfc.gc.ca

Total Estimated Cost  
(HST incl.) / Coût total  
estimatif (TVH incl.) :

\$12,712.50

Currency Type -  
Genre de devise :

CAD

**Vendor / Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur :

1092009 Ontario Inc., Operating as Personnel  
Force,  
900 Greenbank Road, Suite 533, Ottawa,  
Ontario K2J 4P6

Signed for the President by — Signé pour le  
Président par :

CLEROUX

NANCY

Signature

Digitally signed by CLEROUX NANCY  
DN: c=ca, o=gc, ou=ccra-adrc,  
ou=PERSONNEL, cn=CLEROUX  
NANCY,  
serialNumber=2015212231102458  
Date: 2019.11.26 04:38:18 -05'00'

Date

**Name and Position Title — Nom et Titre du poste**

Nancy Cleroux  
Team Leader, Strategic Procurement and Material  
Management Division (SPMMD)